

**STANDARDS COMMITTEE  
WORK PROGRAMME  
2010/2011 –Update 3<sup>rd</sup> August 2010 –prepared 22<sup>nd</sup> July 2010**

	ACTIONS (To be agreed at the Standards Committee, taking into account the available resources)	WHO IS RESPONSIBLE	KEY DATES
To promote and maintain high standards of conduct by Members and Co-opted Members and to monitor levels of awareness and compliance in the Borough and Parish Councils	Consideration being given to a presentation to Swale branch of Kent Association of Local Councils but will be dependent on future of Standards Board regime given the intention within the Coalition Agreement to abolish it.	Monitoring Officer/ Interim Head of Legal	October 2010
To update and advise the Borough and Parish Councils on the adoption and amendments of Local Codes of Conduct	As and when received from Standards for England  Nothing anticipated until future of Standards for England known	Monitoring Officer/ Interim Head of Legal	Ongoing
To provide advice and training, or to arrange training for Members and co-opted Members	Advice is provided on an ad hoc basis and all update bulletins received from Standards for England.  Wider training to be considered once future of regime clearer	Monitoring Officer/ Interim Head of Legal	Ongoing  October 2010
To grant dispensations to Councillors and Co-opted Members from requirements relating to interests in the	This is dependent on applications received. Not possible to predict	Monitoring Officer/ Interim	Ongoing

Members' Code of Conduct	numbers.	Head of Legal	
To deal with any reports from a case tribunal, interim case tribunal, or the Monitoring Officer including matters referred by an Ethical Standards Officer	This is dependent on cases referred. Not possible to predict numbers.	Monitoring Officer/ Interim Head of Legal	Ongoing
To assess, review and determine written complaints about alleged Member misconduct	This is dependent on complaints received. Not possible to predict numbers.	Monitoring Officer/ Interim Head of Legal	Ongoing
To monitor the corporate complaints procedures and complaints related to Councillors, Co-opted Members or Officers' conduct;	This is usually picked up as part of the Monitoring officer's annual report.  Further discussion necessary with the Head of procurement and service delivery as recent restructure of the Council has refocused customer service activity	Monitoring Officer  Monitoring Officer	November 2010  November 2010
To monitor and review procedures for Members Co-opted Members and Officers relating to working arrangements with outside organisations	Initial advice has been provided. Briefing Note issued  Further work is being undertaken as part of the constitution review.	Monitoring Officer/ Interim Head of Legal	November 2010
To monitor and review procedures for Members, Co-opted Members and Officers relating to the acceptance of gifts and hospitality and the declaration of interests	Initial advice has been provided.	Monitoring Officer/ Interim Head of Legal	
To review on a six monthly basis the meeting attendance levels of each Member.	Refinement of computer system progressing to allow greater analysis.	Information and Communication and Democratic	

	Need to set out procedure for coordination with Group Leaders	service team Chairman/ Monitoring Officer	September 2010
To review local arrangements for the consideration of complaints and assessment criteria	Standards Committee considered structural aspects at last meeting.  Recommendations approved by Council on July 21 <sup>st</sup>  Further refinement dependent on future of regime	Monitoring Officer/ Interim Head of Legal	November 2010
To consider any applications for an exemption in from political restriction under Sections 1 and 2 of the Local Government and Housing Act 1989.	This is a new area of activity. It must be a proportionate approach and one that does not over complicate or delay appointment to key roles. Currently this process has been coordinated through the Organisational Development team with oversight by the Monitoring Officer. There has only been one case in the last five years.  It is suggested that the Monitoring officer report on this as part of the annual report.	Monitoring Officer	November 2010

<p>To consider whether a post should be included in the list of politically restricted posts maintained by the Authority under Section 2(2) of the Local Government and Housing Act 1989.</p>	<p>It is suggested that the Monitoring officer report on this as part of the annual report with a list of the posts by reference to job title</p>	<p>Monitoring Officer</p>	<p>November 2010</p>
<p>To explore the role of the Standards Committee in promoting high standards of conduct in partnerships</p>	<p>To consider a discussion with Group Leaders</p>	<p>Chairman/ Monitoring Officer</p>	<p>To be agreed</p>
<p>To prepare and present an Annual Report to Full Council</p>	<p>To discuss when Monitoring Officer 's annual report prepared</p>	<p>Chairman/ Monitoring Officer</p>	<p>November 2010</p>
<p>To Review the future of the standards regime post the abolition of Standards for England</p>	<p>To consider once details of the Decentralisation and Localism Bill are known</p>	<p>Monitoring Officer/ Interim Head of Legal</p>	<p>Once Bill introduced in Parliament</p>